

BUILDER'S BULLETIN

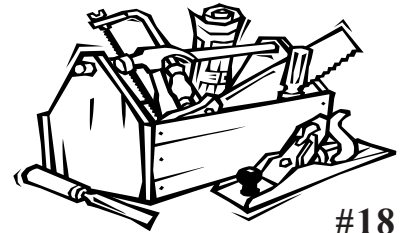
MARCH 2003

PLANNING AND CODE ADMINISTRATION, GAITHERSBURG, MARYLAND



Gaithersburg

A CHARACTER COUNTS! CITY



#18



to the winners of

GAITHERSBURG

SMART GROWTH AWARDS 2002

The City of Gaithersburg Planning Commission had the pleasure to announce the winners of the Smart Growth Awards 2002 during the award ceremony held on February 5, 2003.

The core of Smart Growth is the concept that all planning and development must consider and respond to the environmental, transportation, economic, social and civic needs of the community. Growth must not only serve today's needs, but must also address the obligation to create a sustainable community for future generations. Smart Growth means that what is special about the City today can be preserved through the planning process. It can ensure that development and efforts at redevelopment enhance and strengthen the City of Gaithersburg.

The Planning Commission, in the exercise of its responsibility to review and approve site development plans for property within the City, strives to encourage and promote high standards for land use, quality development, and urban design.

The Planning Commission rated each nomination on the following site design elements: building architecture and signage, landscaping and environmental sensitivity, pedestrian orientation/access, compatibility with and integration into surrounding community, economic development and transportation aspects.

Smart Growth Award recipients achieved the highest average score within their respective category.

(See insert for list of winners.)

fyi

All active
permits on a property
must receive
final inspection approval
prior to
applying for a new permit
for said property

■
All City of Gaithersburg
electrical licenses
will expire
on August 31, 2003.

■
Annual
swimming pool facility
inspection letters will be
mailed out approximately
on April 1, 2003.
Certification letters
must be returned to the
Planning and Code
Administration
one week prior to
Memorial Day weekend
opening.

■
All single family dwellings
(new construction)
receiving permits after
December 18, 2002,
are required to be
fully sprinklered.

WINTER LETTER/ RELEASE

By Greg Dennison, Plan Examiner

During inclement winter weather, completion of construction projects can be difficult. To help out with this problem, the City has been allowing the use of Winter Letters and Winter Release forms, starting usually around mid-November.

The Winter Letter is an agreement between the City and the developer of a single property to allow a use and occupancy approval if certain exterior work cannot be completed due to weather conditions. This could include painting, fine grading, and permanent sidewalks. Since the safety of the homeowners and general public is our greatest concern, City inspectors will still require that hard surface walkways be installed, such as flag stone. The lots can be rough graded, but should provide positive drainage from the dwelling.

The Winter Release form is a signed agreement between the City and the homeowner(s) for a use and occupancy permit for a dwelling where life safety items could be of concern. This form, which is required to be an original, notarized document, allows the developer/builder to have temporary sidewalks and driveways.

In either case, any incomplete work and temporary surfaces are required to be finished prior to **May 1st**. Forms can be picked up during regular hours at City Hall.



DISTURBING THE PEACE

By Greg Ossont, Neighborhood Services Director

In recent months, the Department of Planning and Code Administration has received an increasing number of noise complaints from the community. Due to the increased number of construction sites in close proximity to several neighborhoods, a majority of these complaints involve builders and contractors.



While the County's noise ordinances contain decibel levels, the Gaithersburg ordinance simply states that the operation of construction or building equipment or other power driven labor saving devices **before 7:30 a.m. on weekdays or before 9:00 a.m. on weekends and federal holidays** which are audible beyond the nearest common property line constitute a violation of the City's noise ordinance.

The penalties for violating this ordinance are severe. Once a warning has been issued, subsequent violations result in fines of \$500 for each violation. An inspector does not need to be present to witness the violation; citations can be issued based on witness accounts.

While it is not the intention of the Planning and Code Administration to be "heavy handed" in this matter, there is a concern that some builders seem willing to pay the noise ordinance fines as a cost of doing business. Accordingly, City inspections staff has the ability to issue stop work orders to builders who repeatedly violate the noise ordinance. Obviously, this could result in significant expenses for builders and developers.

While staff is sensitive to builder concerns and construction timetables, they are obligated to ensure that Gaithersburg residents are provided with quiet enjoyment. This cannot be achieved unless there is cooperation in following the mandates of the noise ordinance. If you have any questions, please contact Greg Ossont on the Neighborhood Services Team at 301-258-6340.

STRIPE IT RIGHT THE FIRST TIME!

By Greg Ryberg, Site Development Coordinator

The City's Parking Ordinance was changed several years ago to require double line striping instead of single line striping, regardless of the parking space size. This change allowed smaller parking spaces (8 1/2' by 17') which generally produced more spaces with in the same area, in addition to conforming with the new drive aisle widths. There continues to be confusion on this issue, resulting in striping that is not in conformance with the approved site plan. The typical striping details should appear on the approved site plans, although they are often buried in the back detail sheets of the plans.

We would encourage all contractors to review the plans closely and familiarize themselves with the details. If there is any uncertainty regarding the requirements of plan, please contact Greg Ryberg or Jim Parent of our staff at 301-258-6330. As a rule, the City requires striping to be in place prior to issuance of an occupancy permit, which may mean the use of temporary striping on base asphalt until the lot can be topped.

CONSTRUCTION WORK AND SMOKE DETECTOR CONSIDERATIONS

By Ivan J. Humberson, P.E., City of Gaithersburg Fire Marshal

When performing construction work in residential occupancies, one needs to bear in mind that the dwelling must comply with the minimum requirements of the City of Gaithersburg Fire Code with respect to smoke detector requirements. In short, regardless of whether or not any construction work is being done, every residence in the City is required to have a smoke detector on each floor of the dwelling and a detector in every room used for sleeping. (If smoke detectors were not required in these locations when the home was constructed, the requirement can be met by installing battery-operated smoke detectors). On floors that have sleeping rooms, the detector that is located outside of the sleeping rooms needs to be located in the vicinity of the sleeping rooms. (Depending on the layout of the bedrooms, this may require more than one detector in order to meet this requirement.)

The City of Gaithersburg's Smoke Detector Ordinance also requires that all smoke detectors that are powered by the house electric service (A/C) must also have battery backup. This means that if a residence has smoke detectors that are A/C powered only, those detectors must be replaced with the dual-powered type. For homes that are undergoing renovation or additions, the areas that are being renovated or constructed must have smoke detectors installed in accordance with the requirements for new construction. That means all bedrooms and each level of the dwelling where construction is being performed, must have A/C hardwired smoke detectors with battery backup. Where possible, the detectors must be interconnected.

For any questions regarding smoke detectors, please call Ivan Humberson, Fire Marshal, or Greg Dennison, Senior Plans Examiner, at 301-258-6330.

KEEP YOUR CONSTRUCTION SITE CLEAN!

By Greg Ryberg, Site Development Coordinator

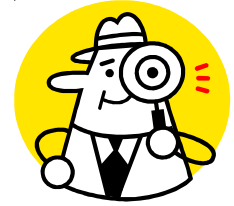
The advent of spring brings a burst of construction activity, especially after a winter like this one. All builders and contractors are reminded to keep the construction areas free of trash and debris, and to prevent tracking of dirt onto the streets and alleys through the use of construction entrances at construction ingress and egress. This is especially important in developments where many of the adjacent houses are occupied and residents are using the roadways.



The Planning and Code Administration is responsible for making sure that construction sites are safe for not only the workers, but the public as well. If violations are observed, the City will take whatever enforcement action is needed to bring the site into compliance. Your cooperation is requested and appreciated!

TREE INSPECTIONS REQUIRED

*By Greg Ryberg,
Site Development Coordinator*



With the spring planting season just around the corner, all builders, developers, and contractors are reminded that City notification and inspection is required for the installation of street trees and other landscaping within the public right-of-way. The City is to be notified 24 hours in advance of any planting. The purpose of this inspection is to ensure that the landscaping is being installed in accordance with the approved site plans and details. If you should have any questions, please contact Ray Bennett, Jim Parent, or Greg Ryberg of the Permits and Inspections Team at (301) 258-6330 for further assistance.

SIGN POSTING

If you are having a plan scheduled to be reviewed by the Planning Commission, you will need to:

- ☞ **Pick up the sign(s)** at the Planning and Code Administration, and
- ☞ **Post the property** 9 days before the hearing.
Large signs (needed on highways more than 2 lanes wide) require \$400 deposit.
- ☞ **Remove signs** and return (large signs only) within 5 days after the hearing to receive deposit back.

STAFF APPROVAL CHECKLIST *HOUSE SITINGS*

The following checklist is designed to help applicants submit all of the required information for Staff Approval Applications for House Sitings. It is important to submit everything required to ensure the fastest approval time possible.



Documents that must be included:

- ☐ Five (5) copies of proposed site plan.
- ☐ Five (5) copies of proposed elevations (front, rear, sides, and/or walkout).
- ☐ One (1) copy of previously approved site plan.
- ☐ Copies of Adjacent Property Owner Notification.
- ☐ Homeowner's Association Approval Letter (if applicable)
(e.g. Lakelands Architectural Review Committee, LARC, etc.)

Site Plans and Elevations must include:

- ☐ Lot and block numbers.
- ☐ Identification of all front, rear and side yard setbacks.
- ☐ Driveway grades and lengths (not to exceed 10% or limits of originally approved site plan).
- ☐ Yard grades (not to exceed 3:1 or 4:1 in Public Utility Easements, PUE's).
- ☐ Location of Heating/Ventilation units
- ☐ All options to be built and materials to be used must be clearly indicated on elevations submitted and must be reflected on the proposed site plan.
- ☐ Existing/Proposed storm drain structures.
- ☐ First floor and garage spot elevations.
- ☐ Number of exterior and interior garage risers.
- ☐ Drainage paths.
- ☐ Staff approval numbers of adjacent properties (if applicable).
- ☐ City of Gaithersburg Staff Approval Stamp (provided by City).



Gaithersburg

A CHARACTER COUNTS! CITY

CITY OFFICIALS:

Sidney A. Katz, Mayor

Council Members:

Stanley J. Alster

Geri E. Edens

Henry F. Marraffa, Jr.

John B. Schlichting

Ann T. Somerset

David B. Humpton,
City Manager



This bulletin is published by
the City of Gaithersburg
Planning and Code Administration

Editor:

Patricia Patula, Planner

Consultant:

Jennifer Russel, Director
Planning and Code Administration

Layout:

Maria Fullerton, Graphics Manager

Articles and ideas are welcome.



City of Gaithersburg
Planning and Code Administration
31 South Summit Avenue
Gaithersburg, Maryland 20877
Telephone: 301-258-6330
Fax: 301-258-6336
plancode@ci.gaithersburg.md.us
www.ci.gaithersburg.md.us

BUILDER'S BULLETIN

City of Gaithersburg
Planning and Code Administration
31 South Summit Avenue
Gaithersburg, Maryland 20877



SMART GROWTH AWARDS 2002



OUTSTANDING MULTI-FAMILY RESIDENTIAL
DEVELOPMENT
presented to
Parker Hill Company, LLLP
for
PARK STATION APARTMENTS
Park Avenue and Lee Street

OUTSTANDING SINGLE-FAMILY RESIDENTIAL
DEVELOPMENT
presented to
Mitchell & Best, Homebuilders, LLC
for
ALFANDRE STREET TOWNHOMES
Alfandre Street/Inspiration Lane/Hart Road



OUTSTANDING OFFICE DEVELOPMENT
presented to
Long and Foster Real Estate, Inc.
for
LONG AND FOSTER OFFICE
189 Kentlands Boulevard



OUTSTANDING RETAIL DEVELOPMENT
presented to
The Peterson Companies
for
WASHINGTONIAN II RESTAURANTS
Rio Boulevard

OUTSTANDING MIXED USE DEVELOPMENT
presented to
Magruder/Cedar Avenue, LLLP
for
CEDAR COURT
108 Olde Towne Avenue



OUTSTANDING GENERAL USE DEVELOPMENT
presented to
City of Gaithersburg
for
GAITHERSBURG TEEN CENTER
402 East Diamond Avenue

OUTSTANDING RENOVATION
(RESIDENTIAL and NON-RESIDENTIAL)
presented to
J.J. Development, Inc.
for
OFFICE
10 Park Avenue

